

## **HIGH SCHOOL GUIDANCE COUNSELOR WORKSHOP: TRANSCRIPTS & CREDITS**

OCTOBER 12, 2011 – EVENING – UFT – 52 BROADWAY-MANHATTAN

COORDINATED BY: ROSEMARIE THOMPSON, UFT GUIDANCE CHAPTER LEADER

PRESENTER: MARGARITA SUERO-DURAN, ED.D (NYCDOE – OSYD)

**A note from the presenter:** *Dear Colleagues, It was a pleasure to facilitate the Oct 12 evening workshop on the important topic of monitoring academic progress at the high school level, including, student transcript review and credit accumulation. Summarized below are some of the concerns and resources discussed during the workshop. Many thanks to Rosemarie for coordinating this workshop. I look forward to continued collaboration! If you have any questions about this summary please email [Guidance@schools.nyc.gov](mailto:Guidance@schools.nyc.gov)*

### **WORKSHOP "Q & A" SUMMARY**

#### **Q1- Math class sequence - A student takes Geometry then Algebra. Is this allowed?**

A-The traditional math sequence is Algebra – Geometry – Alg2/Trigonometry  
After completing the Algebra sequence, the student traditionally moves to Geometry. Individual instances for "out of sequence" must be assessed in consultation with the course content teacher & administrator, and the school principal. For example, a student might be placed in an Algebra course after having taken Geometry if he/she is making up a failed course. Also, the student might be taking a "prep" course in Algebra to enhance his/her preparedness to retake the Algebra Regents. (Note: "Prep" courses are non-credit bearing).

#### **Q2- What if the courses in my school change every year?**

A-The school's "course catalogue" is a living document to be updated, reviewed, and shared with multiple school stakeholders. Also, review your school's course **code deck** and consult with programmer/administration. Contact your CFN for ongoing support.

#### **Q3- What if the school does not have a catalogue of classes?**

A- If the school does not have a formal "course catalogue," counselors can advocate and contribute to collaboratively drafting this comprehensive document which should indicate school-wide policies, sample course sequence roadmaps, all courses offered in the school and relevant information for each course (course description, number of credits awarded, course pre-requisites, whether the course counts as "core," "elective," "college credit," etc.) Also, counselors may refer to the school's course **code deck** for basic course information.

#### **Q4- Do transfer schools follow the same guidelines for graduation requirement?**

A-Yes

#### **Q5- What happens with science labs?**

A-Documentation of science lab completion is an administrator/science department responsibility. Counselors should be aware of accountability mechanisms in place in their particular school in order to adequately counsel and monitor the progress of individual students.

#### **Q6- Can any science course be used towards meeting local and Regents graduation requirements?**

A-It is not the responsibility of the counselor to determine whether a science course meets commencement level standards in science, whether it meets "core" or "elective" credit requirements, etc. Making this determination is an administrator function. The traditional courses in science are the four "Regents" sciences culminating in a Regents exam: Living Environment, Earth Science, Chemistry, Physics. If the school is following non-traditional sequences in science, counselors should refer to the "course catalogue" and obtain clarification from the school's administration and if necessary, seek support from the school's CFN liaison.

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**Q7- What are the science Regents exam requirements?**

A-For a local and Regents diploma: Passing any ONE of the science Regents examinations. For Advanced Regents Diploma: Passing TWO of the science Regents examinations (one in life science and one in physical science).

**Q8 -What is seat time? How it is determined?**

Determining "seat time" parameters is an administrator function, therefore counselors must consult with administration. In addition, information can be found in NYSED Commissioner's Regulation 100.2:

<http://www.p12.nysed.gov/part100/pages/1001.html#a>

stating: "Unit of study means at least 180 minutes of instruction per week throughout the school year, or the equivalent."

Also, refer to DOE resource indicating "traditional" credit sequence chart:

<http://intranet.nycboe.net/NR/rdonlyres/8D4F9A4A-7147-44DC-93DE-7F499F944B26/0/CreditAwardedforSequences032411.pdf> (available through intranet only)

**Q9- For missing ELA credit, can Poetry or Journalism class be used as ELA credit?**

A-It is not the responsibility of the counselor to determine whether an English course is slated to meet commencement level standards in English, whether it meets "core" or "elective" credit requirements – this is an administrator function. The traditional sequence in English is E1 - E8. Counselors must refer to the "course catalogue" and obtain clarification from the school's administration and if necessary, seek support from the school's CFN liaison. If a particular course has been determined by the principal to meet "core" credit requirement, then when monitoring student academic progress, and after consultation with administration, the counselor, may count the course credit earned as one of the 8 minimum credits needed in the subject. If the course has been determined by administration to meet only elective credit, then the counselor cannot count the course towards the 8 minimum "core" credits needed.

**Q10- Do foreign language courses have to be sequential? Example, what happens if the student has passed Spanish 1 and Spanish 3 but not Spanish 2?**

A- A minimum of two credits in LOTE are needed to graduate. Spanish 3 is a "higher level" course than Spanish 1. Therefore, the student in this example has met the minimum requirements in LOTE.

**Q11- What are the Advanced Regents requirements for Foreign Language?**

A-Course credit requirements: 6 LOTE credits (3 years) AND passing the LOTE Regents Examination. LOTE exams will be given in NYC in June 2012 see:

<http://schools.nyc.gov/Accountability/resources/testing/LOTE+2012.htm>. (Refer to Graduation Requirements "cards" <http://schools.nyc.gov/RulesPolicies/GraduationRequirements/default.htm> for exceptions to this requirement as it relates to students in approved CTE and Arts sequences)

**Q12- Can ESL course credits be used towards graduation requirement for ELA?**

A-It is not the responsibility of the counselors to determine whether an ESL course meets graduation requirements. Counselors must refer to the school "course catalogue" and confirm with their school administration and ESL department regarding which courses meet the English core requirement.

**Q13 – How do I know who my CFN liaison is?**

A- Check with your school's administration. Also, counselors may email [Guidance@schools.nyc.gov](mailto:Guidance@schools.nyc.gov) .

**Q14 – Where can I review NCAA course approval information?**

National Collegiate Athletic Association (NCAA) helpful links:

<https://web1.ncaa.org/hsportal/exec/homeAction>

<https://web1.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks>

<https://web1.ncaa.org/hsportal/exec/hsAction?hsActionSubmit=searchHighSchool>

<http://ncaa.org/>

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### **Select NYCDOE Resources:**

GUIDANCE PORTAL- LANDING PAGE

<http://schools.nyc.gov/Teachers/guidance/default.htm>

GUIDANCE PORTAL – ACADEMIC PLANNING

<http://schools.nyc.gov/Teachers/guidance/Academic/default.htm>

Graduation requirements cards by cohort. Hard copies of the graduation cards were sent to high schools at the end of June 2011. Links to the cards are posted on multiple sections of the DOE website:

<http://schools.nyc.gov/RulesPolicies/GraduationRequirements/default.htm> including the Guidance Portal: (on the academic planning page: <http://schools.nyc.gov/Teachers/guidance/Academic/default.htm>, and the intranet: (<http://intranet.nycboe.net/Accountability/APR/GradRequirements.htm> )

LOTE (FOREIGN LANGUAGE) REGENTS EXAMS JUNE 2012

<http://schools.nyc.gov/Accountability/resources/testing/LOTE+2012.htm>

Key NYCDOE Intranet resources

<http://intranet.nycboe.net/Accountability/APR/GradRequirements.htm>

<http://intranet.nycboe.net/Accountability/APR/Credit+Accumulation.htm>

Among the resources on the intranet- Brief Overview of Graduation Requirements: A Resource for NYC School Staff <http://intranet.nycboe.net/NR/rdonlyres/DE3EA0B3-D5E4-43F1-96F2-2D108038DC49/6387/GradRequirementsOverviewtoPost1.pdf>

### **Select NYSED Resources:**

100.5 – GRADUATION REQUIREMENTS

<http://www.p12.nysed.gov/part100/pages/1005.html>

April 2010 Memo- Student with Disabilities

<http://cohoes.org/PageAve/PDFs/StudentswithDisabilitiesDiplomas.pdf>

<http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm>

NYSED Assessment policy information (including list of approved alternative assessments)

<http://www.p12.nysed.gov/apda/hsgen/>

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